

**UNITED STATES DEPARTMENT OF INTERIOR**

**BUREAU OF LAND MANAGEMENT  
Office of Fire and Aviation  
3833 S. Development Avenue  
Boise, ID 83705-5354**

**April 15, 1999**

In Reply Refer To:  
1400-800 (FA-202) **P**

Director's Office Information Bulletin No: 99-014

To: FA 100 Managers, FA 200 Group Leaders & WO 370  
From: Director, Office of Fire and Aviation  
Subject: Reimbursing Employees for Liability Insurance

Attached is a copy of the Department of the Interior's Personnel Bulletin 99-3 dated January 6, 1999. The bulletin is the Department's guidelines for implementing Public Law 104-208, Section 636, which authorizes the use of agency funds to reimburse law enforcement officials, supervisors and managers for a portion of the premium for professional liability insurance.

The BLM will pay up to 50% of a professional liability insurance premium or \$150.00 per year, whichever is less, for individuals in jobs meeting the definitions of law enforcement officer, supervisor, and/or manager.

If an employee has already obtained qualifying insurance for FY 99 they may be reimbursed. The procedure for reimbursement is:

- Request reimbursement on a Standard Form 1164, Claim for Reimbursement for Expenditures and Official Business.
- Attach a copy of the invoice or statement from the insurance company showing the amount of the premium to the SF-1164. Process the SF-1164 through normal channels.
- Reimbursement will be through Electronic Funds Transfer (EFT).

The employee is responsible for obtaining coverage, paying the insurance company, for renewing the policy, and for claiming reimbursement on an annual basis.

For additional information on personal liability and costs it is suggested the employee's personal insurance agent be contacted. For general questions contact Jim Knox at extension 5514.

/s/Lee F. Englesby  
Acting

1 Attachment

1 - Department of the Interior's Personnel Bulletin 99-3 (2 pp)

UNITED STATES DEPARTMENT OF THE INTERIOR  
OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240

January 26, 1999

**PERSONNEL BULLETIN NO. 99-3**

**SUBJECT: REIMBURSING EMPLOYEES FOR LIABILITY INSURANCE**

Public Law 104-208, Sec. 636 Authorizes the use of agency funds to reimburse law enforcement officials, supervisors and managers up to 50% of the premium for professional liability insurance. In the Department of the Interior, authority has been delegated to bureau heads to pay up to 50% of a professional liability insurance premium, or \$150.00 per year, *whichever is less*. Each bureau may decide whether to offer its law enforcement officers, supervisors and management officials, this reimbursement.

**Definitions**

*Professional liability insurance* means insurance which provides coverage for—

(A) legal liability for damages due to injuries to other persons, damage to their property, or other damage or loss to such other persons (including the expenses of litigation and settlement) resulting from or arising out of any tortious act, error, or omission of the covered individual (whether common law, statutory, or constitutional) while in the performance of such individual's official duties as a qualified employee; and

(B) the cost of legal representation for the covered individual in connection with any administrative or judicial proceeding (including any investigation or disciplinary proceeding) relating to any act, error, or omission of the covered individual while in the performance of such individual's official duties as a qualified employee, and other legal costs and fees relating to any such administrative or judicial proceeding.

*Law enforcement officer* means an employee the duties of whose position are primarily the investigation, apprehension, prosecution, or detention of individuals suspected or convicted of offenses against the criminal laws of the United States, including any law enforcement officer under section 8331 (20) or 8401 (17) of such title 5, or under section 4823 of title 22, United States Code.

*Supervisor* means an employee as set forth in section 7103(a)(10) of title 5 of the United States Code:

...an individual employed by an agency having authority in the interest of the agency to hire, direct, assign, promoted, reward, transfer, furlough, layoff, recall, suspend, discipline, or

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remove employees, to adjust their grievances, or to effectively recommend such action, if the exercise of the authority is not merely routine or clerical in nature, but requires the consistent exercise of independent judgement...

*Management official* means an employee as set forth in section 7103(a)(10) of title 5 of the United States Code:

...an individual employed by an agency in a position the duties and responsibilities of which require or authorize the individual to formulate, determine, or influence the policies of the agency.

### **Effective Date**

Qualified employees may be reimbursed for premiums paid in fiscal year 1999, and in future fiscal years.

### **Procedures**

- Each bureau must develop its own procedures for employees to request reimbursement. Employees are responsible for obtaining the insurance.
- Each bureau must decide which group(s) will be offered the reimbursement. The decision to reimburse must be based on criteria that is objective, fair, and consistent throughout the bureau.
- Bureau heads will be responsible for ensuring that statutory requirements are met.
- Bureau are responsible for all collective bargaining obligations.

If you have questions, please call Casey Schaffer on 202-208-6107, mailstop 5221.

/s/ Carolyn Cohen  
Director, Office of Personnel Policy

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